



# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Recreation Department

### Before & After School Site Supervisor Job Description

#### **Job Summary**

Under the supervision of the Assistant Recreation Director; the Site Supervisor is responsible for the administration and coordination of the After School Program held in Barrington, NH. The successful applicant will use appropriate teaching methodologies to implement a quality enrichment program for school age students.

#### **Position details:**

- Up to 29.5 hours per week
- Program Hours:
  - KAP/MAP (grades K-4<sup>th</sup>): Monday – Friday | 6:45-8:30am and 2:30 – 6:00pm
  - ASK (grades 5<sup>th</sup>-8<sup>th</sup>): Monday- Friday | 6:45-8:30am and 1:45 – 6:00pm
- Planning Hours: Flexible

#### **Supervision Received**

Assistant Recreation Director

#### **Supervision Exercised**

Part-Time & Seasonal Staff

#### **Examples of Duties and Responsibilities**

- Plan, organize and implement appropriate school age curriculum while using appropriate teaching methodologies.
- Train, supervise and evaluate program staff on the policies and procedures of before/after school program.
- Enforce all program policies and procedures with staff, parents, and children.
- Establish and maintain relationships with key stakeholders and partners of after school programs.
- Coordinate and supervise transportation to off-campus activities during early release days.
- Plan and lead staff meetings bi-monthly and as needed.
- Establish positive rapport and on-going communication with parents.
- Maintain neat, clean, and organized program space.
- Communicate with the Assistant Recreation Director about daily activities of the program, including immediate notification on accidents and/or injuries.
- Adhere to program budget, reporting to the Assistant Recreation Director weekly, or as requested.
- Maintain accurate inventory of learning and enrichment materials, ordering as needed with approval of Assistant Director.
- Plan, budget, shop/order snacks for all participants daily.
- Oversee maintenance of daily log, attendance, activities, participants, events, accident/injury, and medications.
- Adhere to and supervise the timesheet process.
- Plan, supervise and coordinate Kids Day Off and Vacation Camps throughout the school year.
- Other duties as assigned.



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The Job Description lists typical examples of work and is not intended to include every job duty or task and responsibility specific to a position. An employee may be required to perform other duties not listed provided such duties are characteristic of the position.

#### **Knowledge, Skills, and Abilities**

- A College degree is preferred, a high school diploma or GED equivalent is required.
- A background in education and/or college courses in recreation, education, are preferred but not required.
- Knowledge of the principles and practices of before and after school programs.
- Knowledge of day camp settings.
- Excellent professional verbal and written communication skills.
- First Aid/CPR Certified or willingness to become certified.
- Other training may be required after employment begins.
- Completion of background check prior to hire.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

#### **Working Conditions and Physical Demands**

Physical and Mental Requirements: Minimal physical effort generally required in performing administrative, finance duties. Position requires the ability to operate a keyboard and standard office equipment. Occasionally required to lift office equipment weighing 30 pounds. The employee is frequently required to use hands for gross motor, fine motor and dexterity to grasp or utilize office equipment and to reach with hands and arms. The employee is frequently required to sit, talk and hear. Specific vision requirements include close vision, distance vision, and to adjust focus. Below is a more detailed account with the understanding the Town will make reasonable accommodations as outlined in the Americans with Disabilities act.



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Primary Physical Requirements	Other Physical Considerations
Lift up to 10 lbs.: Frequently required.	Twisting: Frequently required.
Lift up to 25 lbs.: Frequently required.	Bending: Frequently required.
Lift 26 to 50 lbs.: Occasionally required.	Crawling: Occasionally required.
Lift over 50 lbs.: Not required.	Squatting: Occasionally required.
Carry up to 10 lbs.: Frequently required.	Kneeling: Occasionally required
Carry 11 to 25 lbs.: Occasionally required.	Crouching: Occasionally required.
Carry 26 to 50 lbs.: Occasionally required.	Climbing: Occasionally required.
Carry over 50 lbs.: Not required	Balancing: Frequently required.
Reach above shoulder height: Occasionally required.	Work Surface(s)
Reach at shoulder height: Required.	Gymnasium floor, outdoors ground, standard office desk and chair. Carpeted and tile floors.
Reach below shoulder height: Required.	
Push/Pull: Frequently required	
Hand Manipulation	
Grasping: Frequently required.	<b>During an 8 Hour Day Employee is Required to:</b>
Handling: Frequently required.	<b>Consecutive Hours      Total Hours</b>
Torqueing: Occasionally required	Sit: approximately 2      Up to 8
Fingering: Frequently required.	Stand: less than 1      Less than 8
Controls and Equipment: Computer, telephone, copy and fax machines, scanner, calculator, shredder.	Walk: less than 1      Less than 2